

BOURN C of E PRIMARY ACADEMY

CHARGING AND REMISSIONS POLICY



Finance
June 2019

1. Introduction

- 1.1. This policy has been compiled in accordance with the Department for Education (DfE) requirements as stated in 'Charging for School Activities – May 2018' and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Bourn Primary is required to comply with this Act through its funding agreement.

2. Aims and Objectives

- 2.1. The aims of this policy are to set out what the School will and will not charge for and what it may request a voluntary contribution for from parents and guardians. It will also clarify how charges will be determined.

3. Definitions

- 3.1. Charge: a fee payable for specifically defined activities.
- 3.2. Remission: the cancellation of a charge which would normally be payable.

4. Roles and Responsibilities

4.1. The Governing Body

- 4.1.1. The Governing Body has overall responsibility for approving the Charging and Remissions policy and has delegated this responsibility to the Finance committee.
- 4.1.2. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

4.2. The Headteacher

- 4.2.1. The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

4.3. Staff

- 4.3.1. The staff are responsible for:
- implementing the Charging and Remissions Policy consistently;

- notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

4.4. **Parents**

4.4.1. Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

5. **Basic Principles**

5.1. Education during school hours is generally free.

5.2. The School cannot charge for:

- an admission application to the School;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of
 - the National Curriculum, or
 - part of religious education;
- instrumental or vocal music tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.

5.3. The School can charge for:

- any materials, books, instruments or equipment, where the child's parent/carer wishes him/her to own them;
- optional extras (see Section 6);
- music and vocal tuition in limited circumstances (see Section 7);
- community facilities.

6. **Optional Extras**

6.1. The School can apply a charge for some activities known as optional extras. These are:

- education provided outside of school time that is not:
 - part of the National Curriculum, or
 - part of religious education;
- transport (other than that required to take the pupil to School or to other premises where the Local Authority/Governing Body have arranged for the provision of education for that pupil);
- board and lodging for a pupil on a residential visit;
- extended day services, if offered to pupils (e.g. breakfast club, after-school clubs, tea and supervised homework sessions etc.).

6.2. **Calculating the Cost of Optional Extras**

6.2.1. When calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra);
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

6.2.2. Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

6.2.3. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

6.2.4. In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

6.2.5. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

7. Music Tuition

7.1. Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

7.2. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

7.3. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent/carer.

7.4. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

7.5. Charges may not be made if the teaching is:

- an essential part of the National Curriculum,
- provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme, or
- for a pupil who is looked after by a Local Authority.

8. Voluntary Contributions

8.1. Nothing in legislation prevents the School from asking for voluntary contributions for the benefit of the School or any School activities.

- 8.2. There is no obligation for anyone to make any contribution.
- 8.3. The School may ask for voluntary contributions towards the cost of school-time activities such as school trips, visits and practical activities which enhance the pupils' learning and broaden their knowledge and experience.
- 8.4. No pupil will be excluded from an activity simply because his or her parents are unable or unwilling to make the voluntary contribution.
- 8.5. If the particular activity cannot take place without sufficient voluntary contributions, this will be made clear to parents at the outset. The School reserves the right to cancel any planned activity should sufficient contributions not be received. In this case all contributions received will be returned. The total contributions requested will not exceed the actual cost of the activity.

9. Transport

- 9.1. The School cannot charge for:
- transporting registered pupils to or from the School premises, where the Local Authority has a statutory obligation to provide transport;
 - transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated;
 - transport provided in connection with an educational visit.
- 9.2. Any transport provided by the School in school hours must be provided free of charge although a voluntary contribution can be requested (see Section 8).

10. Residential Visits

- 10.1. The School cannot charge for:
- education provided on any visit that takes place during school hours;
 - education provided on any visit that takes place outside school hours if it is
 - part of the National Curriculum, or
 - part of religious education;
 - supply teachers to cover for those teachers who are absent from the School accompanying pupils on a residential visit.
- 10.2. The School can charge for:
- board and lodging, and the charge must not exceed the actual cost.

11. Remissions Policy

- 11.1. Charges for chargeable activities may be fully or partially remitted by the School for pupils in receipt of Pupil Premium funding.
- 11.2. Charges for board and lodging on residential trips will be remitted for parents in receipt of the following benefits:

- Income Support;
- income-based Jobseeker's Allowance;
- income-related Employment and Support Allowance;
- support under Part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of Pension Credit;
- Child Tax Credit (provided that Working Tax Credit is not also received, and the family's income does not exceed £16,190);
- Working Tax Credit run-on - paid for 4 weeks after not qualifying for Working Tax Credit;
- Universal Credit - if applied for on or after 1 April 2018 where the annual household income is less than £7,400 (after tax and not including any benefits);

11.3. Details of any remission arrangements will be made clear when parents are informed of the charges for individual activities.

12. Other Charges

- 12.1. The Head Teacher, School Business Manager or Governing Body may levy charges for miscellaneous services (e.g. photocopying) as it deems appropriate.
- 12.2. The School reserves the right to charge for the production of Transfer/Confidential Pupil Reports which may be requested for pupils leaving the School prior to year 6. These reports are time consuming to prepare and a charge of £50 will be levied to cover additional teacher and administration costs.
- 12.3. In the case of loss of school books on loan to children, or of wilful or malicious damage to equipment, or of breakages, the Head Teacher or School Business Manager may decide to make a charge up to and including the cost or repair or replacement.

13. Review

- 13.1. This policy is reviewed at least every two years by the Finance Committee, including the Headteacher and the School Business Manager.